

Issue Date: **June 9, 2002**



PROGRAM SOLICITATION PS 03-02

For a:

UNIVERSAL DESIGN LEADERSHIP PROJECT

(AccessAbility)

Issued by
National Endowment for the Arts
Grants & Contracts Office
1100 Pennsylvania Ave., NW
Washington, D.C. 20506

Proposals in response to this solicitation in original and five (5) copies will be received at the above address, or if hand carried, in Room 618, until 4:00 p.m. on **August 18, 2003.**

[The delivery of first-class mail to the National Endowment for the Arts has been delayed since mid-October and delays are expected to continue for the foreseeable future. Please consider using alternative delivery services.]

For information on this solicitation, write or call:
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EXECUTIVE SUMMARY

The purpose of this Program Solicitation is to enter into a Cooperative Agreement, between the National Endowment for the Arts and a qualified individual or organization, for a project with the goal of creating greater public awareness of and demand for universal designed environments.

The successful proposal should address one or more of the recommendations in the "Report on the June 7-8, 1999 Meeting on Universal Design". The Report is located at <http://www.arts.gov/explore/ud/contents.html>. There is special interest in projects that would broaden the appeal of universal design and take it out of the disability community into the mainstream of society.

Work under the Cooperative Agreement should commence by approximately September 2003 and be completed within 16 months. The content requested in proposals is highlighted in Section C. Proposals received in response to this solicitation will be evaluated in accordance with the criteria contained in Section D.

Available Endowment funding is limited to \$75,000. A minimum 1-1 match is required.

Mission of the National Endowment for the Arts

The National Endowment for the Arts provides national recognition and support to significant projects of artistic excellence, thus preserving and enhancing our nation's diverse cultural heritage. The Endowment was created by Congress and established in 1965 as an independent agency of the federal government. Since then it has awarded more than 119,000 grants to arts organizations and artists in all fifty states and the six U.S. jurisdictions. This public investment in the nation's cultural life has resulted in both new and classic works of art reaching every corner of America.

SECTION A - SCOPE OF WORK

A.1 Background and Introduction

There are still misperceptions about what universal design is. Many equate it with minimum access standards, not realizing that it extends to every aspect of society, seeking to make the environment usable by people throughout their life spans. There is continued need throughout the design fields (including architecture, industrial design, interior design, landscape architecture, and graphic design) for increased understanding of ways to accommodate the needs of people of all ages and abilities in the most inclusive manner.

The National Endowment for the Arts convened a group of leaders in universal design in June 1999 to review the last decade of progress and identify future opportunities for assisting the practice of universal design.

The 1999 meeting produced a wealth of recommendations on ways the agency and others may work to advance this important design process. Participants agreed that, although much has been accomplished over the last decade, many practitioners in design still do not fully acknowledge the diversity that is part of our society. Participants recommended that strategies should be developed to broaden the appeal of universal design, to take it out of the disability community into the broad mainstream of society. The meeting report and recommendations are located at:
<http://www.arts.gov/explore/ud/contents.html>.

A.2 Scope of Work

This Program Solicitation requests proposals to carry out a project that will create greater public awareness of and demand for universal designed environments, by educating designers, consumers, educators, developers, city planners, and others, on this important design process. The successful proposal must outline a project that will involve collaboration with the targeted audiences, using innovative strategies in order to meet the broad social need, while bringing universal design into the mainstream. The proposal selected will form the basis for a Cooperative Agreement that the Endowment will enter into with the organization or individual that submitted the proposal, to carry out the proposed project.

The type and scope of acceptable projects that may be proposed can only be broadly defined. The proposed project should: meet the purpose of this initiative as defined above; focus on the design of spaces and landscapes; and address one or more of the recommendations in the "Report on the June 7-8, 1999 Meeting on Universal Design" <http://www.arts.gov/explore/ud/contents.html>. The Endowment considers all of the report recommendations as viable options, but preference will be given to projects that would broaden the appeal of universal design and take it out of the disability community and into the mainstream of society. (For example, the report recommendations included: partnering with organizations such as design service groups to reach/involve designers or

other targeted groups; developing an ad campaign that seeks to educate consumers on universal design; and establishing awards for universal design.) The successful proposal will be selected based on the evaluation criteria contained in Section D, below.

SECTION B - DELIVERY SCHEDULE

- B.1** Within one month after the award of the Cooperative Agreement, the Cooperator shall submit a revised workplan to the Endowment Project Director.
- B.2** Within six months after the award, the Cooperator shall submit an interim report to the Endowment Project Director.
- B.3** Final products shall be submitted to the Endowment Project Director within 16 months after the award.
- B.4** No later than 90 days after the completion or termination of the Cooperative Agreement, the Cooperator shall submit to the Endowment Grants & Contracts Office, Cooperative Agreement Section, and the Endowment Project Director a Final Descriptive Report (FDR), and a Financial Status Report, Standard Form 269. Report forms are located on the National Endowment for the Arts website at:
<http://www.arts.gov/manageaward/CoopAgreements.html>.

SECTION C - CONTENTS OF PROPOSALS

- C.1** Signed proposals in response to this solicitation, in original and five (5) copies shall include:
- C.1.1** A proposal describing in detail:
- Project objectives and the approach to accomplishing the goals for this initiative.
 - The role of the collaborating mainstream organization(s).
 - Staffing.
 - How the project will be implemented.
 - Dissemination plans.
 - Timeline for all phases of the project.
 - How the achievement of goals will be measured.
- C.1.2** A list of **at least three references** for recent projects successfully performed for other similar efforts, including the name and phone number of the point of contact. Proposals may also include lists of projects and points of contact for

other contracts with public or private entities or other evidence of successful past performance. **It is important that references be current and that they can be readily contacted.**

- C.1.3** A detailed Budget. The attached ACooperative Agreement Cost Proposal@form should be used to summarize the budget. Additional schedules or supporting information should be attached, as necessary. In addition, if indirect cost is proposed, include a copy of the most recent indirect cost rate agreement with your cognizant Federal audit agency.

SECTION D - EVALUATION CRITERIA

- D.1** Proposals received in response to this Solicitation will be evaluated and a Cooperative Agreement will be entered into with the applicant whose proposal is determined to be most advantageous to the Government. The evaluation will be based on artistic excellence and artistic merit, and include the following considerations:

D.1.1 Content (approximately 60%)

- C Degree to which the proposal demonstrates an understanding of Universal Design, and an understanding of the project's objectives and requirements.
- C Degree to which the proposal is linked with the collaborating organization's mission and programs.
- C Degree to which the proposal reveals effective and creative approaches to meeting project objectives.
- C Degree to which the proposal demonstrates a sound methodology and a timely and cost-effective work plan for accomplishing the project's objectives.
- C Degree to which the dissemination plan reaches mainstream audiences.
- C Degree to which short term and long term indicators for success are defined.

D.1.2 Capability (approximately 30%)

- C Evidence of the applicant's expertise in Universal Design as it relates to the project.
- C Demonstrated ability of the applicant to manage the logistical, financial, scheduling, and production requirements of the project.

- C Adequacy of time commitment of personnel.
- C Evidence of the applicant's experience in carrying out projects of related or similar nature.
- C Evidence of how this project fits within the applicant's own programs or long-term objectives.
- C Resources available for dissemination of information to the targeted audience.

D.1.3 Budget (approximately 10%)

- Reasonableness of the elements of cost in each category of the budget.
- C Ability of the applicant to bring additional resources to this project, including financial resources.

SECTION E - SOLICITATION PROVISIONS

E.1 Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. **No fee or profit** (or other increment above allowable cost) **is allowed**.

For nonprofit organizations except colleges and universities, the provisions of Office of Management and Budget Circulars A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations") and A-122 as amended ("Cost Principles for Nonprofit Organizations") will be incorporated by reference into the Cooperative Agreement.

For colleges and universities, the provisions of OMB Circulars A-110 and A-21 ("Cost Principles for Educational Institutions"), as amended, will be incorporated by reference into the Cooperative Agreement.

For units of state and local governments and federally recognized Indian Tribal governments, the provisions of the government-wide Common Rule issued pursuant to Office of Management and Budget Circular A-102 and codified by the National Endowment for the Arts as "Part 1157-Uniform Administrative Requirements for Grants and Cooperative Agreements," Office of Management and Budget Circulars A-128 ("Audits of State and Local Governments"), and

A-87 ("Cost Principles Applicable to Grants and Contracts with State and Local Governments") will be incorporated by reference into the Cooperative Agreement.

For individuals and commercial organizations the provisions of OMB Circulars A-110 and the cost principles in Federal Acquisition Regulation Subpart 31.2, will be incorporated by reference.

E.2 General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations, located on the National Endowment for the Arts website at:

<http://www.arts.gov/manageaward/CoopAgreements.html>

E.3 Assurances of Compliance

E.3.1 Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the proposer hereby agrees that it will execute projects, productions, workshops and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, National Endowment for the Arts, 1100 Pennsylvania Ave, NW, Washington, D.C. 20506.

E.3.2 Certification Concerning Debarment and Suspension

The Proposer certifies that, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," neither it nor its principals: (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; (b) has, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with a public (Federal, State, or local) transaction or contract under a public transaction; for violation of Federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in (b) of this certification; and (d) has within a three-year period preceding this proposal had any public transactions terminated for cause or default; and that it will include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals.

Where the Proposer or any lower tier participant is unable to certify to this statement, it shall provide an explanation to the Endowment Grants & Contracts Office.

E.3.3 Delinquent Debt Certification

The Proposer certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowance, benefit overpayments.

E.3.4 Labor Standards Assurance and Drug-Free Workplace Act Certification

The successful recipient of the Cooperative Agreement will also be required to provide assurance of compliance with the labor standards set out in "Part 505 (29 CFR) - Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts," in accordance with the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 951 et seq.); and provide the certification required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations).

E.4 Rejection and Award

The National Endowment for the Arts reserves the right to reject any or all proposals. The right is reserved to award to other than the lowest cost proposal.

E.5 Discussions

The National Endowment for the Arts may award a Cooperative Agreement based on initial proposals received, without discussions of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a cost and technical standpoint that the proposer can submit to the Government.

E.6 Late Proposals

Any proposal received after the time specified for receipt will not be considered unless:

- (1) It was sent by mail and it was determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the Government installation; or
- (2) It is the only proposal received; or
- (3) It offers significant cost or technical advantage to the Government, and it is received before an award determination has been made.

E.7 Rights to Proposal Information

If a proposal receives an award, the proposal becomes part of the official record and may be available to the public. Information or materials, which the National Endowment for the Arts and the Cooperator mutually agree to be of a privileged nature, will be held in confidence to the extent permitted by the Freedom of Information Act. A proposal that does not result in an award will be retained by the National Endowment for the Arts for a limited time and will be released to the public when properly requested to the extent required by law.

COOPERATIVE AGREEMENT COST PROPOSAL

This form is for use in submitting proposals in response to a Program Solicitation
Additional pages and/or supporting schedules may be attached, as necessary

Applicant (Name, address, zip code)

Person who prepared this budget:

Telephone:

Authorizing Official Signature:

Date:

Name and Title:

COST ELEMENTS

Salaries and Wages

Title and/or type of personnel	Time devoted to project	Rate of compensation	Amount
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Total Salaries \$

Fringe benefits (Rate % X \$ Base)

Total Fringe \$

Travel and Subsistence (Who and Where)

Total Travel \$

Consultants and/or Subcontracts (List)

Total Consultants \$

Other Direct Cost (List)

Total Other \$

Indirect Cost (Rate % X \$ Base)

Total Indirect \$

TOTAL PROPOSED COST

TOTAL \$